



**JUST
LEAD**
WITH MARK Q



SHOW NOTES

EPISODE 38: It's About Time We Talk About Time | Strategies For Every Minute (Part 1)

How can we make the most of every minute as we lead our lives, families, & organizations? All too often we focus on the BIG stuff, and we don't realize all of the tiny changes that are necessary. You can aspire to big goals, but if you don't prioritize your time & manage it well, you're going to fall short. Join us for Part 1 of this 2 Part Episode.

- 1. Make TO DO lists.** - Write out what you want to accomplish.
- 2. Set your PRIORITIES.** - Put the most important items at the top of the list.
- 3. QUESTION everything.** - Don't allow habits or emotion to keep you from eliminating items from your calendar and "to do" lists. If it doesn't work, get rid of it.
- 4. Welcome TENSION.** - Don't let stress paralyze you. Let it move you to your goal. Many times tension can help improve your focus and enable you to do the job more effectively.

ADDITIONAL RESOURCES:

- [Project 333](#)
- [Essentialism: The Disciplined Pursuit of Less by Greg McKeown](#)
- [High Impact Teams by Lance Witt](#)
- [Full Focus Planner](#)
- [The One Thing by Gary Keller](#)

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